



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Executive Director [Unclassified]</b>			Salary <b>Commensurate with Education and Experience</b>
Posting Number <b>125-17</b>	Position Number <b>957699</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 7/25/2017 To: 8/8/2017</b>
Location: <b>Family Health Services Special Child Health and Early Intervention Services Office of the Director 50 East State Street, PO Box 364, Trenton, NJ 08625-0364</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Under the direction of the Assistant Commissioner, Division of Family Health Services, the Executive Director will ensure the development and implementation of programs and services within the purview of the Special Child Health and Early Intervention Services Unit (SCHEIS) to meet the goals and objectives identified in the Federal Maternal and Child Health Block grant and the Individuals with Disabilities Act Part C for infants and toddlers with developmental disabilities. Responsible for directing the following programs and services: (1) Early Identification and Monitoring (responsible for the reporting of children with birth defects and special needs, early hearing detection and intervention, the Autism Registry, and the Critical Congenital Heart Defects Screening Program); (2) Newborn Screening and Genetic Services (responsible for the follow-up of newborns with out-of-range screening results, physician/parent education and the oversight of specialty care centers for metabolic and genetic services, pediatric endocrine, hematologic, pulmonary, and immunology centers); (3) Family Centered Care (responsible for funding, monitoring, and evaluating services provided by county-based case management units, child evaluation centers, cleft lip/palate centers, organ and tissue donor networks, tertiary care centers, and Ryan White HIV care centers; and (4) Early Intervention System (responsible for providing services to infants and toddlers with disabilities or developmental delays and their families in accordance with Part C of the Individuals with Disabilities Act (IDEA).

Directs the planning of new areas of program development to further program objectives and meet identified needs, writes grants for funding and submits major new initiative plans to the Assistant Commissioner and Deputy Commissioner. Directs the preparation of federal grant applications in accordance with grant requirements. Develops or supervises the development of spending and fiscal plans for expenditures of current or new appropriations for all SCHEIS component Services. Develops, implements, and maintains a quality control/evaluation system for internal and external program activities. Ensures that formal performance agreements and assessments for all staff are completed by specified timeframes.

Note: Preference will be given to applicants in a related field with an advanced degree in public health or health administration and comprehensive experience in public health activities related to children and youth with special health care needs, and pediatric, clinical, developmental disabilities skill sets.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Five (5) years of experience in the administration and management of a program to develop and implement policy in a public or private organization.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

**PSTFHS@doh.nj.gov**

- Mail the required documents to:

**Andrea Mahon, Executive Assistant 2  
Family Health Services  
Reference Posting #125-17  
New Jersey Department of Health  
PO Box 364  
Trenton, NJ 08625-0364**

### Required documents:

- cover letter
- resume
- State of NJ Employment Application  
([nj.gov/health/forms/dpf-663.dot](http://nj.gov/health/forms/dpf-663.dot)).

\* Responses received after the closing date MAY be considered if the position is not filled.

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*

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